

Plains Secondary Improvement Plan

Long Range Goal 1: Plains Secondary will have a proactive and responsive student support services- **Develop**
strategies to proactively provide and coordinate student support services.

Objective 1: Campuses will leverage high-level, comprehensive internal and external services for students and their families. Campuses will use schoolwide routines and procedures to proactively identify and respond to students' needs. Incorporates wrap around services for high-need students through established case management processes

Summative Evaluation Plains ISD will analyze common assessment; state assessment results to assess student performance.

Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Campuses will establish and implement multitiered system of support to identify individual students support needs	199 - Local Budget	Principal, teachers, Counselor, Student Safety Committee	Formative Nov Jan Mar Summative June	Staff/Student Training agenda and sign-in sheets provided by Principals, PLC agendas,
Ensure that students and staff connect what's taught through mental health and wellness, and social and emotional learning strategies and methodologies are transparently connected to recent and relevant cognitive science.	Orange Frog Training	Principal, teachers, Counselor, Student Safety Committee	Formative Nov Jan Mar Summative June	Staff/Student Training agenda and sign-in sheets provided by Counselor, PLC agendas, Counseling session for Middle School Students
Coordinate internal and external support services for students and families to proactively respond to students needs and maximize their learning potential.		Principal, teachers, Counselor	Formative Nov Jan Mar Summative June	Staff/Student Training agenda and sign-in sheets provided by Counselor, PLC agendas,

Plains Elementary Improvement Plan

Objective 1:		Plains Elementary will increase Domain1, Student Achievement, scores to an 80 by 2025.		
Summative Evaluation		Plains ISD will analyze common assessment; state assessment results to assess student performance		
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Analyze student performance data and set goals for each student that would exceed progress as measured by the state accountability system.	Reading Academy, Lead4ward	Principals Teachers	Formative Nov Jan Mar Summative June	Student scores and growth measures.
Utilize standards-based assessments/unit assessments, and state assessment data to impact instruction	Reading Academy, Lead4ward, iStation, PLCs	Principals Teachers	Formative Nov Jan Mar Summative June	Campus Assessment Schedule, PLCs, lesson plans, unit assessments, Circle, TPRI, TX-KEA, iStation, and STAAR scores.
Utilize Eduphoria/Aware, Cambium/TFAR, TPRI, iStation, Mindplay, CLI engage, and TX-KEA data to analyze student achievement data to make instructional adjustments, with specific focus on low performing student groups.	Reading Academy, Lead4ward, iStation, Mindplay, PLCs, Reading Specialist, Eduphoria	Elementary Principal, Teachers, Reading Specialist	Formative Nov Jan Mar Summative June	Unit assessments, TPRI results, monthly iStation data, and TX-KEA data, STAAR results.
Utilize Eduphoria/Aware, Cambium/TFAR, TPRI, iStation, Mindplay, CLI engage and TX-KEA data to analyze student achievement data to make instructional adjustments, with specific focus on growth for all students.	Reading Academy, Lead4ward, iStation, PLCs, Mindplay, Reading Specialist, Eduphoria	Elementary Principal, Teachers, Reading Specialist	Formative Nov Jan Mar Summative June	Unit assessments, TPRI results, monthly iStation data, and TX-KEA data, STAAR results.
Increase parent involvement and parent input by utilizing uniform parent questionnaires and increasing parent volunteers.	Parent Conference Forms, PLCs	Elementary Principal, Teachers	Formative Nov Jan Mar Summative June	Parent Conference Forms, PLCs, number of volunteers.

Plains ISD District Improvement Plan

Long Range Goal 1:	Plains ISD will align core content curriculum and course offerings both horizontally and vertically to promote success and a demonstration of post-secondary readiness on state assessments and college entrance exams.			
Objective 1:	Plains ISD will develop a strong foundation through the use of aligned curriculum and integrated professional learning in grades PK-12 to promote horizontal and vertical alignment in core content areas to increase performance to 5 points above previous year results in all tested areas and all grade levels.			
Summative Evaluation	Plains ISD will analyze common assessment; state assessment results to assess student performance.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Campus Leadership Teams will provide (PLCs) ongoing training on the use of curriculum and data interpretation. Then monitor expectations for use and alignment to the curriculum	Wink Ed Learning Lead4ward	Superintendent Principals	Formative Nov Jan Mar Summative June	Training agenda and sign-in sheets provided by principals, PLC agendas, lesson plans
Analyze student performance data and set goals for each student that would exceed progress as measured by the state accountability system.	Eduphoria, iStation	Principals Teachers	Formative Nov Jan Mar Summative June	Student scores and growth measures
Analyze student performance data and develop an accelerated instruction plan for students who have not performed successfully in the state accountability system as per HB 4545	Eduphoria, iStation	Principals Teachers	Formative Nov Jan Mar Summative June	Improvement in student scores
Utilize standards-based assessments/unit assessments, instructional walkthrough data, and state assessment data to impact instruction		Principals Teachers	Formative Nov Jan Mar Summative June	Campus Assessment Schedule, PLCs, lesson plans, unit assessments, interim assessments, Circle, TPRI, iStation, TX-KEA, IXL-Math, Mindplay, and STAAR scores.
Plains ISD will implement the Six Components of the Family Engagement Plan and High-Quality end-of-year checklist as outlined by TEA.		Elementary Principal PreK Teacher	Formative Nov Jan Mar Summative June	Family Engagement Checklist

Objective 2:		Plains ISD College Readiness Exams (ACT, TSI, and SAT) results will meet or exceed state averages. Plains ISD will continue providing students and parents information and resources related to higher education and funding options.		
Summative Evaluation				
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize previous year's assessment data to determine areas of weakness on which to focus		Principals Counselors Content Teachers	Formative Nov Jan Mar Summative June	ACT, TSI results
Provide ACT, SAT and TSI study materials/opportunities for students and parents		Principals Counselors	Formative Nov Jan Mar Summative June	ACT, SAT, TSI results
Plains High School will provide students and parents information on higher-education related to admissions, FAFSA, financial aid, scholarships and grant opportunities.		Secondary Principal Counselor	Formative Nov Jan Mar Summative June	Meeting schedules and agendas
Objective 3:		Plains ISD will align core content curriculum and course offerings both horizontally and vertically to promote success and increase student participation in CCMR from 80% to 81%.		
Summative Evaluation				
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
TEA Priorities Connect High School to college and career. Add CCMR course offerings at the secondary level based on student interest/certification.		Secondary Principal Counselor	Formative Nov Jan Mar Summative June	Course offerings and course requests.
Professional development for teachers specific to advanced coursework offerings and CCMR to stay current with the needs, expectations, and methods of industry to address student post-secondary readiness outcomes.		Secondary Principal Counselor	Formative Nov Jan Mar Summative June	CCMR Professional Learning Plans
Communication with parents and students of available endorsements and required course work		Secondary Principal Counselor	Formative Nov Jan Mar Summative June	Student Graduation Plans

Long Range Goal 2:	Plains ISD will focus on learning for all students through quality instruction, instructional support, professional learning, and engaging instructional strategies to realize increased scores for all subgroups on all assessments as reflected on the Texas Accountability and Performance Report (TAPR)			
Objective 1:	Plains ISD will integrate professional learning and develop a vertically aligned, research-based, comprehensive programs PK-12 in order to achieve a 3% increase in comparison to previous year in the STAAR Meets/Master grade levels; 3-8 reading and math, by the end of the year.			
Evaluation Data Source(s)	Analyze data from common and state assessments in ELAR and Math, STAAR results - meets and masters levels.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize a Reading Specialist to support the implementation of the literacy program through job-embedded professional development and student	211- Title I (Part A) - \$30,000 ESSER III	Principals Reading Specialist	Formative Nov Jan Mar Summative June	STAAR Reading/Writing, PLC agendas, and Time & Effort
Continue to provide initial and ongoing professional learning in the following areas: Guided Reading/Balanced Literacy, Reading by Design, Writing Without Tears and Saxon Phonics	199 - Local Budget - \$1200	Principals Literacy Coach	Formative Nov Jan Mar Summative June	Professional Learning Plan, Running Records, AR Renaissance, iStation reports, and fluency/reading rate growth charts.
Vertical alignment of writing curriculum PK-12		Principals ELAR teachers	Formative Nov Jan Mar Summative June	Lesson Plans, meeting agendas, writing samples and results, walkthrough data
Continue with a vertically and horizontally aligned reading curriculum		IMA Coordinator Principals Literary Coach	Formative Nov Jan Mar Summative June	Aligned Reading Curriculum

Objective 2:	Plains ISD will utilize local assessment data, state assessment data, and instructional walk through data to develop a comprehensive professional learning/support plan to promote student and teacher progress and achievement.			
Evaluation Data Source(s)	Utilize STAAR assessment results to determine limited, expected or accelerated growth/progress, approaches, meets and masters standard, Trend Data Report, Comprehensive Professional Learning Plan.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize Eduphoria/Aware, Cambium/TFAR, Mindplay reports, iStation, IXL-Math, Mindplay reports and Lead4Ward to analyze student achievement data to make instructional adjustments, with specific focus on low performing student groups and students not exceeding progress. Monitor the performance of students where 2022 data resulted in a State or Federal Safeguard.	Eduphoria, iStation, Lead4Ward, IXL-Math, Mindplay, Cambium/TFAR	Superintendent Principals Teachers	Formative Nov Jan Mar Summative June	Unit assessment results, STAAR results, 2022 System Safeguards, State and Local Assessment Results
Utilize Eduphoria/Aware, Cambium/TFAR, Mindplay, Reading Specialist and Summit Learning with EL's student achievement data to make instructional adjustments. Monitor the performance of EL students (where data resulted in Federal Safeguards) for Reading and Math.	Eduphoria, iStation, Lead4Ward, Summit Learning, Cambium/TFAR, Reading Specialist, Mindplay	Principals ESL Teachers	Formative Nov Jan Mar Summative June	Local assessment results, STAAR results, TELPAS results, 2022 System Safeguards, State Assessment Results, LPAC Results, # of students eligible to exit the program.
Monitor and communicate student progress (with students and parents) on a continual basis to improve student performance.	Parent-Teacher contacts.	Principals Teachers	Formative Nov Jan Mar Summative June	Retention rates, graduation rates, course credit, STAAR results and progress measure, parent communication.
Migrant Coordinator/Recruiter analyzes incoming student data to develop an instructional support plan and then continuously monitors progress and abilities.		Migrant Coordinator Principals	Formative Nov Jan Mar Summative June	Grades, Unit and State assessments
Utilize common instructional walk through tool aligned to best practices. Instructional Leadership Team completes 3 classroom visits to gather trend data related to student engagement and levels of instruction to guide professional learning.		Superintendent Principals	Formative Nov Jan Mar Summative June	Walk through data, Professional Learning Plan Tool available in Eduphoria, Learning walk feedback forms.

Encourage Professional Development in investigative learning, project based learning, and more student engaging techniques.		Superintendent Principals	Formative Nov Jan Mar Summative June	Trainings that are being attended.
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Objective 3:	Plains ISD will employ multiple strategies to meet the needs of students served through special programs.			
Evaluation Data Source(s)	Performance of students served through special programs			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize consistent special education processes related to ARDs and scheduling, ensure all teachers understand the difference between accommodations and modifications and know how to use them to meet the needs of students.		Principals Special Ed Director	Formative Nov Jan Mar Summative June	Back-to-School training agendas, students schedules, 504 accommodation plans, students' grades.
Ensure students are served in the LRE (least restrictive environment), the state assessment plan is followed, and the time line is strictly adhered to in order to make assessment decisions in ARDs based on individual student's needs		Principals Special Ed Director General Ed teachers Special Ed teachers	Formative Nov Jan Mar Summative June	Students' schedules, Special Ed coding, Assessment decisions
Ensure students have a dyslexia screening done in kindergarten and first grade and that parent or teacher requests or concerns are addressed and evaluated.		Principals Dyslexia Coordinator	Formative Nov Jan Mar Summative June	Screening and testing results
Ensure students that are in the ESL program are developing at an appropriate pace and that students are being exited from the program.	ESC-17	Principals Coordinator Coordinator	ESL Migrant Formative Nov Jan Mar Summative June	Progress and exiting of students being served by the program

Long Range Goal 3:	Plains ISD will strive to retain and recruit highly qualified and highly motivated faculty and staff members who maintain and demonstrate a focus on excellence in education in their work.				
Objective 1:	100% of classrooms will be staffed by quality and certified teachers				
Evaluation Data Source(s)	Certification Report				
Activities/Strategies	Resources	Person(s) Responsible	Reviews		Evaluation
Sustain relationships with surrounding educational institutions and alternative certification programs.		Superintendent Principals	Summative	June	Retention rates, personnel roster
Recruit teachers at local and regional job fairs		Superintendent Principals	Summative	June	TalentED applications and job fair sign-in sheets
Utilize social media and maintain an atmosphere that staff feel comfortable helping recruit new staff		Superintendent Principals	Summative	June	TalentED applications, Facebook,
Focus on earlier recruitment of professional staff		Superintendent Principals	Summative	June	TalentED applications.
Utilize TalentEd Recruit and hire to house the application process in a web-based format that streamlines the recruitment process and work-flow process.	255 - Title II - \$1429	Superintendent Principals	Formative Nov Jan Mar Summative	June	Reports from the software showing number of applicants, retention rates, HQ report
Objective 2:	Plains ISD will retain 85% of staff				
Evaluation Data Source(s)	Teacher retention rates				
Activities/Strategies	Resources	Person(s) Responsible	Reviews		Evaluation
Create a culture and climate where professionals feel they are growing professionally and are valued		Superintendent Principals staff	Formative Nov Jan Mar Summative	June	Retention rate and staff surveys
Recognize faculty and staff for accomplishments that align to district goals - Ambassador Award four times per year		Superintendent Principals	Formative Nov Jan Mar Summative	June	Awards,
Provide a locally competitive salary and benefits package		Superintendent	Summative	June	Benefits schedule, surrounding districts analysis
Assign mentors, and support new to the district		Superintendent Principals	Formative Nov Jan Mar Summative	June	Retention Rates, First year teacher feedback form
New Employee Orientation and District-wide Convocation in August	255 - Title II - \$1000	Superintendent Principals	Formative Nov Jan Mar Summative	June	Retention Rates

Long Range Goal 4:		Plains ISD will establish a strong partnership with parents and community groups to maximize student learning.		
Objective 1:		Plains ISD will provide multiple opportunities for student, parent and community involvement		
Evaluation Data Source(s)		Parental and community participation in various district sponsored events.		
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Create and communicate the district parent involvement policy		Superintendent Principals	Formative Nov Jan Mar Summative June	Feedback on parent involvement policy and surveys
Continue building a strong partnership with the district level Parent Teacher Organization		Superintendent Principals	Formative Nov Jan Mar Summative June	Regularly scheduled PTO meetings, sign in sheets, agendas
Increase parent involvement activities and community communication regarding school sponsored organizations and events through the website, social media and other forms of communication		Superintendent Principals	Formative Nov Jan Mar Summative June	Call out report, school publications, web site reports, School Messenger reports, Remind 101, Roper report, Class Dojo
Increase community business involvement by actively pursuing partnerships with local businesses, creating a program to understand their business needs through professional development, internships, and surveys.		Superintendent Principals	Formative Nov Jan Mar Summative June	Business surveys, results of teacher PD with those businesses, and the number of students doing internships.

Long Range Goal 5:	Plains ISD will provide and promote a climate and culture that is safe and conducive to student learning.			
Objective 1:	All district facilities will be well-maintained and routine maintenance will be scheduled.			
Evaluation Data Source(s)	Monthly routine maintenance checklist.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Maintain checklists to ensure both routine and long-term maintenance of all district facilities.		Superintendent Maintenance Director	Formative Nov Jan Mar Summative June	Maintenance requests, checklists, long range plan
Utilize Eduphoria help desk to input and monitor facility work orders and schedule rooms/facilities		Superintendent Principals Maintenance Director	Formative Nov Jan Mar Summative June	Maintenance requests, Eduphoria Formspace
Objective 2:	Revise as needed the comprehensive safe school plan			
Evaluation Data Source(s)	The safe school plan and observation from routine drills.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Train district employees and students on the safe school plan and clarify emergency roles and responses	199 - Local Budget - \$900	Superintendent Principals	Formative Nov Jan Mar Summative June	Agendas, Evacuation maps, Safety & Security audit, Emergency drills data records, training completion certificate
Coordinate school safety efforts with all first responder agencies		Superintendent Principals	Formative Nov Jan Mar Summative June	School safety plan, meeting agendas and feedback
Utilize Safe Schools Training portal to ensure all faculty and staff are trained each year in the required training's as set forth by TEA.	199-Local Budget - \$900	Superintendent Principals	Formative Nov Jan Mar Summative June	Training logs
Weekly Exterior Door Check		Superintendent Administrative Team	Formative Nov Jan Mar Summative June	Spreadsheet with weekly entries
Objective 3:	Plains ISD will utilize a comprehensive approach to character education to educate students in soft skills that promote success and build resiliency.			
Evaluation Data Source(s)	Character Education activities will be integrated into activities and events throughout the year to reinforce expectations of the campus and district.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Hold character education sessions led by the counselor during each grading period	199 - Local Budget - \$900	Principals Counselor	Formative Nov Jan Mar Summative June	Character education lesson plans

Plains ISD will begin to build instructional strategies and lessons around the Plains ISD Profile of a Graduate to identify an ending goal for students.		Principals Classroom Teachers	Formative Nov Jan Mar Summative June	Lesson plans referring to items on the Profile of a Graduate
Objective 4:	Plains ISD will utilize a comprehensive approach to childhood health by implementing SHAC (Student Health Advisory Committee) and CATCH (Coordinated Approach to Childhood Health).			
Evaluation Data Source(s)	Plains ISD will complete a comprehensive school health index and a school health survey.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Plains ISD will continue team meetings with representatives of all stakeholders that will meet multiple times throughout the year.		Superintendent Principals Counselor	Formative Nov Jan Mar Summative June	Agendas, Notes, and Sign-in sheets
Students will take part in a comprehensive school health index/ a school health survey and results will be presented annually to the board.		Superintendent Principals Counselor	Formative Nov Jan Mar Summative June	Index and Survey
Objective 5:	Plains ISD will provide a comprehensive school counseling program to meet the needs of all students.			
Evaluation Data Source(s)	Counseling schedule/programs			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
The counselors will provide counseling services and programs to students grades PK-12 in the areas of: suicide prevention, conflict resolution, violence prevention, pregnancy related services, harassment and dating violence and bullying as required by law and as age-appropriate		Counselor Principals	Formative Nov Jan Mar Summative June	Counseling Schedule, Programs, Agendas
Counselors will support the implementation of character education, access to rigorous coursework, college admissions, and access to scholarships.		Counselor Principals	Formative Nov Jan Mar Summative June	Index and Survey
Objective 6:	Plains ISD will increase the student attendance rate to a minimum of 96%.			
Evaluation Data Source(s)	Attendance Rates			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
PEIMS will determine the processes and system to notify parents of student absences. TxEIS generated letters.		Principals PEIMS Clerk Secretaries	Formative Nov Jan Mar Summative June	Attendance Rates

Create daily, weekly processes to review attendance and contact students and parents as needed		Principals PEIMS Clerk Secretaries	Formative Nov Jan Mar Summative June	Attendance Rates
Improve attendance and tardiness through incentives, monitoring and parent communication		Superintendent Principals	Formative Nov Jan Mar Summative June	Attendance Rates
Objective 7:	The policy of Plains ISD is that all students and employees be free from bullying, sexual harrassment, dating violence, and sexual violence.			
Evaluation Data Source(s)	Referrals, Disciplinary Records and Parental Follow-ups			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
PISD will make complaint forms available to all students both in paper form and online.	Stay Alert School Safety Program	Principals Counselor	Formative Nov Jan Mar Summative June	Form availability
Interview all parties involved and any with further knowledge of the incident		Principals Counselor	As Needed	Documentation held in safe, secure location.
If the assessment determines that the incident involved physical or sexual assault or threats, administration will notify law enforcement.	Yoakum County Sheriff's Dept.	Principals Counselor	As Needed	Documentation held in safe, secure location.
Contact the parents/guardians of the victim and the alleged perpetrator to inform them that an incident of bullying, sexual harrassment, dating violence, or sexual violence has occurred. Ask the parent/guardians to attend a meeting with the administration and their child to discuss the incident.		Principals Counselor	As Needed	Documentation held in safe, secure location.

Long Range Goal 6:	Plains ISD will be fiscally responsible with district funds while providing faculty, staff, and students the resources needed to achieve high levels of success.			
Objective 1:	Budget allocations will be based on identified needs and priorities.			
Evaluation Data Source(s)	Student assessment results, teacher retention, and properly maintained facilities are linked to allocations and expenditures.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize the Comprehensive Needs Assessment to prioritize budget allocations		Superintendent Principals Business Office Specialist	Formative Nov Jan Mar Summative June	Budget, District Accountability Rating, Program Evaluations
Objective 2:	Maximize funding sources related to available school finance options			
Evaluation Data Source(s)	District Budget			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Utilize financial templates to run scenario comparisons		Superintendent	Formative Nov Jan Mar Summative June	Financial template, Year end financial statements
Provide quality instruction and a district climate that promotes increased student enrollment.		Superintendent Principals	Formative Nov Jan Mar Summative June	Enrollment, Media

Objective 3:	Consistently utilize processes and procedures in the Business Department			
Evaluation Data Source(s)	100% of Business Office processes will be reviewed, streamlined, and communicated with all stakeholders to ensure consistency.			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Revise forms, as needed, for student travel advances, professional travel, and reimbursement for non-travel expenses into editable format		Business Office Specialist District Technology Director Superintendent	Formative Nov Jan Mar Summative June	Forms, Website
Provide training on the process and procedures related to a centralized activity fund process (TxEIS for requisitioning and tracking expenditures and revenue)		Superintendent Principals Business Office Specialist	Formative Nov Jan Mar Summative June	Financial Audit
Provide account code training to ensure the proper codes are used in accordance with the FAR Guide and the required account code structure.	ESC 17 Business services contract	Superintendent Business Office Specialist	Formative Nov Jan Mar Summative June	Annual Financial Audit
Budget expenditure reports will be utilized on at least a monthly basis, and budget transfers and amendments will be presented to the board as required.	ESC 17 Business services contract	Superintendent Business Office Specialist	Formative Nov Jan Mar Summative June	Annual Financial Audit

Long Range Goal 7:	Plains ISD will continuously assess technology needs to provide students, faculty, and staff with technology to improve instruction and create efficient processes.			
Objective 1:	Plains ISD will provide 1:1 devices in grades K-12 to maximize the use of instructional technology.			
Evaluation Data Source(s)	Inventory and Technical Plan			
Activities/Strategies	Resources	Person(s) Responsible	Reviews	Evaluation
Continue the Technology Team (IT Team) to assess technology needs and priorities		District Technology Director	Formative Nov Jan Mar Summative June	Technology Long-Range Plan
Provide professional learning for students and staff to maximize the use of their devices and impact instruction.		District Technology Director Principals IT Teams	Formative Nov Jan Mar Summative June	Professional Learning Plan, IFVs, Lesson plans
Technology Orientation and Distribution for Faculty, Staff, and Students when new devices are issued.		District Technology Director	Formative Nov Jan Mar Summative June	Sign-in sheets, agendas, training materials

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